

U.S. GOVERNMENT PRINTING OFFICE

Norwalk, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Miscellaneous Printing

as requisitioned from the U.S. Government Printing Office (GPO) by the
Defense Automated Printing Service

Single Award

The term of this contract is for the period

beginning Date of Award, and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Los Angeles, CA time, on August 31, 2000

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within the Los Angeles, CA commercial zone as defined by the Interstate Commerce Commission.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

CONTRACT TERM: The term of this contract is for 1 year (base year), beginning Date of Award and ending August 31, 2001, and one option year, beginning (if used) September 1, 2001. Attention is directed to the clauses: "Economic Price Adjustment," "Paper Price Adjustment," and "Option to Extend the Contract Term."

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed two years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

This procurement is a result of a Default.

For information of a technical nature call Diane Abeyta (562) 863-1708, ext. 11, email dabeyta@gpo.gov, or Fax (562) 863-8701. No collect calls.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in publication/Camera copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System color number

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 10", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

EXTENSION OF CONTRACT TERM (AFTER THE CONTRACT TWO YEAR PERIOD): At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. As an exception to GPO Contract Clause 24.(a)(4) one completed sample of the product is not required.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation, unless a contractor certifies that it does not have an account with a financial institution or authorized payment agent.

Contractors who do not have an account with a financial institution or authorized payment agent must certify this in writing to the Public Printer of the United States, and submit this statement to the attention of the Assistant Comptroller at the address below. In accordance with Public Law 104-134, these certifications will automatically terminate on January 1, 1999, after which time all contractors will be paid through EFT.

To arrange for EFT payment, contractors must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401. SF-3881 is available by calling 202-512-0800 or toll free 1-800-245-5476 or by fax request to 202-512-1410. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Publication 310.2, effective December 1, 1987(Rev. 9-88)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award, through August 31, 2001 (with option). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of different products: cut sheet forms, carbonless forms, envelopes, kit folders, requiring such operations as copy pickup, composition, proofs, printing, binding, packing, labeling and marking, and distribution.

TITLE: Miscellaneous Printing.

FREQUENCY OF ORDERS: No specific frequency or number of orders can be predetermined. It is anticipated that one to twenty with an average of six orders will be placed per month. The anticipated percentage of orders for each product is as follows:

<u>Product</u>	<u>Percentage</u>	<u>Product</u>	<u>Percentage</u>
Cut Sheet Forms	28	Envelopes	42
Carbonless Forms	29	Kit Folders and Manila File Folders	1

QUANTITY: No specific quantity per order can be guaranteed. Anticipated requirements for each product is as follows:

Cut sheet forms:	From 125 to 103,000 (average 24,500)
Envelopes:	From 100 to 75,000 (average 8,500)
Kit folders & Manila File Folders:	From 25 to 30,000 (average 14,000)
Carbonless forms	From 100 to 20,000 (average 2,625)

TRIM SIZES: Cut Sheet and Carbonless Forms: up to and including 216 x 279 mm (8-1/2 x 11 ").

Envelopes:

Commercial style, open side, gummed, diagonal seam, 105 x 242 mm (4-1/8 x 9-1/2"), with and without windows. And

Open end, and open side, gummed, center and bottom seam, 229 x 305 mm (9 x 12").

Kit Folders and Manila File Folders, approximately 241 x 298 mm (9-1/2 x 11-3/4") and 279 x 235 mm (11 x 9-1/4"), finish size.

GOVERNMENT TO FURNISH: Typewritten manuscript copy. Camera copy consisting of line art to be reproduced at various focuses. Line etchings (cuts), if available.

Stock will be furnished for the following items: Cut Sheet Forms; All stock for CO Notepaper will be furnished, 178 x 216 mm (7 x 8-1/2"), 75 or 91 g/m² (20 or 24 pound) bond or 75 or 90 g/m² (50 or 60 pound) book; Envelopes will be furnished for approximately 46 percent of the envelope orders; Kit Folders and Manila File Folders; Folders, with and without pockets, will be furnished for approximately 95 percent of the folder orders.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications, Print orders.

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH" herein necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

Contractor will be required to set type in a variety of formats as specified on the print order.

Type Page Size: Contractor will be required to set type in a variety of formats as specified on each print order. Contractor to set return address and postal indicia for envelopes in accordance with appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Typefaces and Sizes: The contractor is required to furnish the following:

6-72 point Heavy Plate Gothic	6-72 point Helvetica
6-18 point Park Avenue Script	6-72 point Times Roman

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract.

PROOFS: The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. All proofs must be collated in sets, numbered sequentially, and have a 25 mm (1") clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (1/2") from the type area. The contractor's firm name must not appear on any proofs.

Page reader's proofs must be clean, on white paper, free of ink smudges, and with all images clearly legible.

When specified on the print order submit two sets of page proofs or fax proofs to the phone number indicated on the print order.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. The contractor must not print prior to receipt of an "OK to print."

PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

The paper to be used will be indicated on each print order.

Envelopes: White Wove, grammage 90 g/m² (basis weight: 24 pounds per 500 sheets, 17 x 22") and White and Kraft (light brown shade), grammage 90-106 g/m² (basis weight: 24-28 pounds per 500 sheets, 17 x 22"). Note: White wove envelopes (No. 10) are with and without windows.

Kit Folders: Various colors of Duo Tang pocket style folders.

Cut Sheet Forms: White Bond, grammage 75 or 91 g/m² (basis weight: 20 or 24 pounds per 500 sheets, 17 x 22"), equal to JCP Code G10; White Offset Book, grammage 75 or 90 g/m² (basis weight: 50 or 60 pounds per 500 sheets, 25 x 38"), equal to JCP Code A60; White 25 Percent Bond, grammage 75 g/m² (basis weight: 20 pounds per 500 sheets, 17 x 22"), equal to JCP Code G40.

White and colored Chemical Transfer Bond, CB, and White and colored Chemical Transfer Bond, CF, grammage 50 to 55 g/m² (basis weight: 13-15 lbs per 500 sheets, 17 x 22").

White and colored Chemical Transfer Bond, CFB, grammage 50 to 65 g/m² (basis weight: 13-17 lbs per 500 sheets, 17 x 22").

PRINTING: Print face only and/or face and back in black or a color other than black. Match Pantone Matching System color number as indicated on the print order.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is expected when slow drying time significantly increase production costs.

MARGINS: Margins will be indicated on each order.

BINDING: Binding will be indicated on the print order.

Gather multiple part forms on carbonless paper into sets and fasten carbonless sets by "edge bonding" using a special adhesive made for this purpose that will hold the individual parts of a set together during fill-in and normal handling, but which allows ready separation of the parts without damage to any of the parts.

Pad up to 200 leaves per pad with 0.51 mm (0.020") thick chipboard, newsboard, or equal for back. Adhesive used in padding must permit ready separation at any form: provide sufficient strength so as to guarantee forms will remain in groups as specified when in use after separation from the pad without falling apart under normal handling; and permit ready separation of the detached parts without damage to the parts.

CONSTRUCTION: The window size and position for the No. 10 commercial style envelopes is 29 x 114 mm (1-1/8 x 4-1/2"), 22 mm (7/8") from left edge, 12 mm (1/2") from bottom. Commercial style envelopes must be suitable for use with automatic inserting equipment.

Kit Folders: Fold to 241 x 298 mm (9-1/2 x 11-3/4"), score all folds.

PACKING: Wrap (kraft paper or shrink-film) or box in suitable units, or re-box in furnished containers in equal quantities. Note: CO Notepaper, envelopes, and flat mailer envelopes are to be re-boxed in furnished containers.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to one end of each shipping container.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered; number of cartons; quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

DISTRIBUTION: Deliver f.o.b. destination to: Defense Automated Printing Service, 1261 Graeber Street, Building 2313, Room 24, March ARB, CA 92518 (For approximately 45 percent of the orders.), inside delivery required, and to the following addresses within the Los Angeles, CA, commercial zone as defined by the Interstate Commerce Commission:

DDMDW/FWA, 222 North Sepulveda Boulevard, Room 305A, El Segundo, CA 90245-1468 Inside delivery required. (For approximately 5 percent of the orders.)

Department of the Air Force, 180 Challenger Way, Suite 4, Los Angeles, CA 90245-4652 Inside delivery required. (For approximately 5 percent of the orders.)

Navy Recruiting District - Los Angeles, Code 40, 5051 Rodeo Road, Los Angeles, CA 90016-4795 (For approximately 20 percent of the orders.)

Miscellaneous addresses within the Los Angeles, CA, commercial zone (For approximately 5 percent of the orders.)

and addresses in the San Bernardino and Riverside counties.

Inside pickup and delivery required to the specified room numbers. Upon award the contractor may apply for a permanent vehicle entry pass for the above addresses as needed.

Until a permanent pass is issued there may be substantial wait time while a temporary pass for each entry is issued and there may be waiting period from application to issue of a permanent pass.

Personnel making delivery to military bases, stations, or facilities **MUST** be citizens of the United States of America and have in their possession a current photo identification card and proof of automobile insurance.

Contractor to count all furnished material upon arrival in their place of business and notify GPO immediately of any shortage. This notification must be made not later than after processing through the first counter in the production process or prior to distribution, as appropriate.

Upon completion of each order, the contractor must return all Government furnished material, along with any negatives and letterpress cuts made by the contractor. These materials must be packaged and returned separate from the entire order by traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to returning materials and submitting proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). Furnished copy must be returned with proofs.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

No definite schedule for pickup of material can be predetermined. Furnished material and proofs must be picked up from and delivered to the address listed under "DISTRIBUTION" herein between the hours of 8 a.m. and 3 p.m.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule:

Contractor must deliver proofs, if specified on the print order, within two workdays. If fax proofs are specified on the print order no additional time will be allowed for the delivery of the fax proofs.

Contractor must pickup edited proofs, when specified, within two workdays.

Contractor must deliver complete within six workdays, after proofs, if specified by the ordering agency or after notification of the availability of the print order and furnished material.

One or two orders, without proofs, per year, may require a delivery complete within two workdays.

One additional workday, after submission of proofs, if ordered, will be added for orders delivered outside of the Los Angeles, CA commercial zone.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" herein to the following units of production which are the estimated requirements for one year under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES" herein:

		(1)	(2)
I.	(a)	41	5,576
	(b)	31	2,550
	(c)	1	140
II.	(a)	7	
	(b)	537	
	(c)	234	
	(d)	276	
	(e)	330	
	(f)	274	
	(g)	492	
	(h)	710	
	(i)	1,804	
	(j)	1,092	
	(k)	1,092	
III.	(a)	10	
	(b)	40	
	(c)	62	
	(d)	64	
	(e)	816	

(Page 12 is blank.)

Page 12 of 15 pages

Program 3915-S

SECTION 4. - SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION: The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper for white offset (JCP A60) or white writing (JCP D10) as required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bids offered are f.o.b. destination. Fractional parts of 100 will be prorated at the per 100 rate. Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications. All vouchers submitted to the GPO shall be based on the most economical method of production.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Facsimile bids are not permitted.

- I. **PRINTING:** Prices quoted must include all costs necessary for all materials and operations (except paper and additional operations) for proofs, when required, printing, binding, packing, and delivery of the products ordered in accordance with the specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Cut Sheet and Carbonless Forms per printed side.....per item...	\$_____	\$_____
(b) Envelopes.....per side, per item...	\$_____	\$_____
(c) Folders & Manila File Folders per side.....	\$_____	\$_____

(Initials)

(Return in Triplicate.)

- II. PAPER: Payment for all stock supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the number of finished copies of each product ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

	<u>Per 100 items</u>
(a) Kit folders, various folders.....	\$ _____
(b) White Envelopes, No. 10, plain.....(24 lb.)..	\$ _____
(c) White Envelopes, No. 10, window.....(24 lb.)..	\$ _____
(d) Kraft Envelopes, 229 x 305 mm (9 x 12") (24 or 28 lb.), open side.....	\$ _____
(e) Kraft Envelopes, 229 x 305 mm (9 x 12") (24 or 28 lb.), open end.....	\$ _____
	<u>Per 100 leaves</u>
(f) White Bond, (20 or 24 lb.) or White Offset.....(50 or 60 lb.)..	\$ _____
(g) White 25 percent Rag Bond.....(20 lb.).....	\$ _____
(h) White Chemical Transfer Bond CFB, up to 8-1/2 x 11".....	\$ _____
(i) Colored Chemical Transfer Bond CFB, up to 8-1/2 x 11".....	\$ _____
(j) White Chemical Transfer Bond CB/CF, up to 8-1/2 x 11".....	\$ _____
(k) Colored Chemical Transfer Bond CB/CF, up to 8-1/2x11".....	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Author's alterations (minimum charge per each submission of proofs shall be \$10) Per line.....\$ _____
- (b) Line etchings (cuts) produced from camera copy, Minimum charge 15 square inches, per cut. Charges for line illustrations will be based on the size of the printed image, not the final trim size, and will be paid only when authorized on the print order.
Per sq. in.....\$ _____
- (c) Composition.....per line.....\$ _____
- (d) Collating multiple part forms into sets
Per 100 gathered leaves.....\$ _____
- (e) Padding, including edge bonding, with backboards
Per pad, up to 200 leaves per pad.....\$ _____

(Initials)

(Return in Triplicate.)

TYPEFACES: If alternate typefaces are proposed the bidder must list on the line of the same number as the preferred typeface the name of the alternate typeface and composing machine to be used. Preferred Typefaces: 1. Heavy Plate Gothic, 2. Helvetica, 3. Park Avenue Script, and 4. Times Roman.

Alternate Typeface	Name of Composing Machine
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

My production facilities are located within the assumed area of production.....yes _____no _____

NOTICE: Bidders OUTSIDE of the assumed production area specified on page 1 of these specifications should complete the following information:

1. Proposed carrier(s) for pickup of Government furnished material:

 - a. Number of hours from acceptance of print order to pickup of Government furnished material....._____
 - b. Number of hours from pickup of Government furnished material to delivery at contractor's plant....._____
2. Proposed carrier(s) for delivery of completed product:

 - a. Number of hours from notification to carrier to pickup of completed product....._____
 - b. Number of hours from pickup of completed product to delivery at destination....._____

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided and submit with the copies of GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)